



# Web-based Field Testing Manual

Spring 2005

Grade 4 Mathematics  
Grade 4 English: Reading  
Grade 6 Mathematics  
Grade 6 English: Reading  
Grade 7 Mathematics  
Grade 7 English: Reading

Virginia Department of Education  
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## MANUAL OVERVIEW

This manual describes procedures for the online administration of the web-based field tests for Grade 4, 6, and 7 English: Reading and Mathematics. **This is a supplement to the current manuals distributed for the field tests in the paper/pencil medium. Where necessary, refer to those manuals for assistance or clarification.**

Please refer to the eMeasurement™ Services *User's Guide for Virginia Standards of Learning Web-based Assessments*, available from <http://etest.ncs.com/customers/Virginia/UsersGuide.pdf>, for additional information regarding online testing.

Familiarize yourself with this entire manual; it will be especially relevant if this is the first time your division has participated in online testing. It is imperative that all appropriate testing personnel in your division have had the training (by the Virginia Department of Education (VDOE), Pearson Educational Measurement (PEM), and/or trained personnel in your division) they need to successfully administer online tests (add groups, add students, create test sessions, add students to test sessions, start and stop sessions).

## FIELD TESTING PROCEDURES

### Spring 2005 Field Test Administration

Field testing will be available from May 9, 2005 through May 27, 2005. Tests available during the Spring 2005 Field Test Administration are:

- Grade 4 Mathematics
- Grade 4 English: Reading
- Grade 6 Mathematics
- Grade 6 English: Reading
- Grade 7 Mathematics
- Grade 7 English: Reading

The Virginia Field Test home page may be found at <http://etest.ncs.com/customers/virginia/vams/index.htm>. The field tests are administered in a similar manner as the SOL online tests; however, the field tests are not scored or reported. The students are encouraged to do their best on the field tests as the results for each test question are considered when creating the final Grade 4, 6, and 7 online SOL tests in the future.

### Student Data Management

If your division is participating in field testing, you will notice your division, schools, and subject areas in the organizational hierarchy. Your hierarchy will appear as:

**Division**

**School**

**Subject**

**Group**

Due to specific data value rules, divisions are **not** permitted to enter or change any information above the group level. If any changes need to be made to the hierarchy, please contact Pearson Educational Measurement ([Va\\_online@pearson.com](mailto:Va_online@pearson.com)) to have the hierarchy updated. All middle and elementary schools and subjects available will appear in the hierarchy regardless of the online testing status. In the hierarchy, the subjects for the spring will read:

**Grade 4 Mathematics**

**Grade 4 Reading**

**Grade 6 Mathematics**

**Grade 6 Reading**

**Grade 7 Mathematics**

**Grade 7 Reading**

The students who are taking online field tests this spring will need to be added to a group under each of these subjects in the organizational hierarchy. You may have several groups appear under each subject. The groups that appear need to be determined by the division. Divisions preloading the student data using the Student Data Upload file will need to determine the group naming convention prior to submitting the file.

The student data required for online field testing includes the same data that is currently required on the paper answer documents for the paper/pencil field testing. There are two options when entering your students into the online system for spring testing. It is recommended that division use the Student Data Upload process to preload as much information as possible.

**Options for entering student data:**

1. Export your student data from your student information system and submit the file to [Va\\_online@pearson.com](mailto:Va_online@pearson.com) as outlined in the Student Data Upload process. If this option is chosen, the groups will automatically be created and the students will be appropriately assigned. (Please see <http://etest.ncs.com/customers/virginia/vams/resources.htm> for more information about the Student Data Upload process.)
2. Hand-enter your students into the online system. You will add the groups to your hierarchy before entering the student data. Add these students to the group by selecting *Add Student* on the roster screen. (Refer to the eMeasurement™ Services *User's Guide for Virginia Standards of Learning Web-based Assessments*, Section 3.0, for instructions on adding students to a group.)

**Test Session Management**

Test sessions may be scheduled and created in advance; however, they should not be started until the morning of testing. While you are not bound by the scheduling information entered when creating a test session, it is recommended that the day and time be as accurate as possible. This allows VDOE to more quickly locate the session should questions arise. The test session information including session name, date, time, and duration may be changed/updated up until the session is started.

Be sure to create make-up test sessions and irregularity test sessions in advance for each subject administered. When testing irregularities occur, VDOE may instruct you to move a student to the irregularities session. This irregularity session will never be started.

## SPECIFIC DUTIES OF SCHOOL TEST COORDINATORS

### Identify Students to be Tested

Middle school students receiving instruction in the following areas may participate in the corresponding field tests:

- Grade 4 Mathematics
- Grade 4 English: Reading
- Grade 6 Mathematics
- Grade 6 English: Reading
- Grade 7 Mathematics
- Grade 7 English: Reading

Special education students and LEP students may participate in these online field tests. The Read-Aloud form is the only accommodation form available for the field tests. No online audio field tests are available this spring. The guidelines for testing students with disabilities are posted on the Virginia Department of Education website. If you have questions about the testing of a particular student, contact the DDOT.

### Determine Where Tests Will be Administered

Make arrangements for appropriate physical conditions for testing. Testing rooms/labs should be quiet, well lit, and well ventilated. Each student should have enough work surface for a scratch piece of paper in addition to the computer workstation. Crowding should be minimized and seating arranged to discourage students from cheating. It may be helpful to provide blinders (in the form of file folders or tri-fold project display boards) between each computer monitor or alternate the subject area being tested on each computer. In addition, provide Examiners with "TESTING IN PROGRESS: DO NOT DISTURB" signs that may be placed on their doors.

Students who are not in school on the school's established field test date(s) may be given an opportunity to take any missed field test. A time and location must also be arranged for each necessary make-up session. It is recommended that the division create make-up test sessions in the online system before testing begins. Doing so will allow you to quickly and easily move an absent student to the make-up session.

### Determine the Need for Proctors

Examiners are to discuss the need for Proctors with the STC. The use of non-school personnel as Proctors should be approached with caution. Proctors should receive the same training as Examiners.

Make sure that all persons in the school who will have access to or assist with the administration of the online SOL tests have read the *Test Security Guidelines* and signed the *Test Security Agreement* **before** they administer any online tests. This security agreement requires that persons involved in test administration exercise the necessary precautions to ensure the security of content and all test materials.

Testing students in large groups is **not** recommended because testing in smaller groups lessens test fear and anxiety for the student and facilitates an Examiner's ability to monitor and control the testing session. However, if it is necessary to test a large group of students, Examiners need to discuss with the STC the addition of Proctors to the testing session.

Ideally, it is best to have one Examiner supervise the testing of no more than 25–30 students. If the group's size exceeds that, it is recommended to have at least one Proctor at the testing site. A good rule of thumb is to have one Proctor present for every 25–30 **additional** students.



Regardless of the size of the group, if there is only one Examiner supervising the testing session, arrange with the STC to have another adult within calling distance so that an emergency, such as a student becoming ill, may be handled with a minimum of disruption.

### **Print Test Tickets**

STCs may print test tickets up to four days prior to testing. Any test tickets printed in advance must be securely stored until the day of testing. The *SOL Examiner's Test Ticket Transmittal Form/Affidavit* must be used to sign in/out the students' test tickets.

### **Start and Stop Test Sessions**

Test sessions are not to be started before the day of testing. Starting the test session will activate the test tickets and allow the students to access the test. All test sessions must be stopped by the end of the school day. All students must be in Stopped status before a session can be stopped. Therefore, students who have not started a test or are in Resume or Exited status must be moved from the session.

### **Monitor the Test Administration**

Monitor the administration of the SOL tests as they are being conducted in your school. STCs may view the status of each test session and student through the online system. Refer to the eMeasurement™ Services *User's Guide for Virginia Standards of Learning Web-based Assessments*, Section 4.0, for directions on viewing existing sessions. Be actively involved in the test administration by carefully supervising the procedures described in this supplement. Be available to answer questions and deal with problems as they arise.

### **Dispose of Test Materials**

Follow your DDOT's instructions regarding the disposition of the following materials:

- *Web-based Field Testing Manual* and *Web-based Field Test Directions*
- test tickets
- scratch paper
- calculators

## SPECIFIC DUTIES OF EXAMINERS

### **Read All Materials**

Examiners are to carefully read relevant sections of this supplement, the students' IEPs and 504 Management Plans (if applicable) and any local directions. The School Test Coordinator (STC) will provide Examiners with local instructions about specific aspects of administering the online tests in the school division. Sign-in and sign-out procedures and security forms must be used.

### **Become Familiar with Special Accommodations**

Prior to testing, Examiners should become familiar with special accommodations specified in students' IEPs, 504 Management Plans, or *LEP SOL Participation Plans* and coordinate with the STC how accommodations will be met. Examiners should also be familiar with the procedures that must be followed when providing accommodations to students. These are described in detail in the *Examiner's Manual*, Guidelines for the Participation of Students with Disabilities.

Before testing begins, Examiners should resolve any questions with the STC, IEP Case Manager, or 504 Coordinator. Examiners and STCs verify that any materials and supplies required for accommodations will be available on testing dates.

### **Inform Students of Testing**

Make any necessary announcements about testing. Announcements may include reminders for students to bring sharpened pencils and something to read if they finish early. Prepare students for testing by explaining that the field tests will provide information about individual test items which may be used on future SOL tests.

Examiners may also inform students of testing accommodations that they will be provided during the test.

### **Establish the Test Setting**

In conjunction with the STC, Examiners must arrange for appropriate physical conditions for testing. In arranging for an appropriate test setting, be sure to consider any accommodations that are specified in students' IEPs, 504 Management Plans, or *LEP SOL Participation Plans*. Testing rooms should be quiet, well lit, and well ventilated. Each student should have enough work surface for scratch paper, appropriate manipulatives, and any materials or supplies required for accommodations in addition to the computer workstation. Crowding should be minimized and seating arranged to discourage students from cheating. It may be helpful to provide blinders (in the form of file folders or tri-fold project display boards) between each computer monitor or alternate the subject area being tested on each computer. In addition, it is helpful to place the "TESTING IN PROGRESS: DO NOT DISTURB" signs on the doors.

Before testing, remove from the testing site all curricular materials that might influence student performance. These include charts, chalkboard displays, and bulletin board displays of materials related to test content.

If a student does briefly leave the testing site during testing, be sure to cover the computer monitor in some way (i.e. tape a piece of paper on the monitor) or turn off the monitor to prevent other students from viewing the item on the screen. Students who do briefly leave the testing site must be monitored by an adult and are not allowed to discuss the test with anyone or have access to educational materials.

**Determine the Need for Proctors**

Testing students in large groups is **not** recommended because testing in smaller groups lessens test fear and anxiety for the student and facilitates an Examiner's ability to monitor and control the testing session. However, if it is necessary to test a large group of students, discuss with the STC the addition of Proctors to the testing session.

Ideally, it is best to have one Examiner supervise the testing of no more than 25–30 students. If the group's size exceeds that, it is recommended to have at least one Proctor at the testing site. A good rule of thumb is to have one Proctor present for every 25–30 **additional** students.

Regardless of the size of the group, if there is only one Examiner supervising the testing session, arrange with the STC to have another adult within calling distance so that an emergency, such as a student becoming ill, may be handled with a minimum of disruption.

**Organizing and Returning Materials**

Test tickets, scratch paper, and any other secure materials must be returned to the STC as soon as possible after the end of the testing session, **but no later than the end of the same school day on which the test was administered**. If it is impossible for Examiners to return test materials immediately at the end of the testing session, they must be secured in a location that is inaccessible to students and the STC must be advised of the situation. Remember that arrangements must be made to return test materials to the STC before the end of the day. When the materials are returned to the STC, the STC must initial the *SOL Examiner's Test Ticket Transmittal Form/Affidavit* verifying that all materials were returned.

## GENERAL INSTRUCTIONS FOR ADMINISTERING ONLINE TESTS

The general instructions that follow include important steps that are necessary to administer the online tests. The Division Director of Testing (DDOT) should determine who will be responsible for activities listed below.

Prior to the test administration you should go to <http://etest.pearson.com/customers/Virginia/VAMS/index.htm> and login using the Login ID and Password provided to you by your School Test Coordinator (STC). The first time you use the newly assigned Login ID and Password, you will be required to read and accept the *Test Security Guidelines*. After doing so, a "printable" version of the security guidelines will appear complete with signature lines. You may print and sign this version or copy and sign the Test Security Guidelines included in this manual.

On the morning of testing, Examiners will need to receive all materials needed to administer the online field tests. The STC should provide Examiners with:

- Student Authorization tickets
- Proctor Authorization ticket (if Read-Aloud session)
- Test Session Roster (optional)
- Appropriate test manipulatives

Prior to the students arriving, the STC should locate and start the test sessions that are scheduled for the day. Follow the steps below to locate and start the test sessions:

1. Go to the Virginia Home Page (<http://etest.ncs.com/customers/virginia/>).
2. Click on *Virginia Field Tests (VFT)*.
3. Click on *Session Management*.
4. Click on the *View or Maintain an Existing Session*.
5. Login with your Login ID and Password.
6. Select the appropriate administration from the drop-down window labeled Test Administration.
7. Select the appropriate school or group from the School drop-down window.
8. Select "All tests for the administration" from the drop-down window labeled Test To Be Administered.
9. Select "Not Started and Started" from the drop-down window labeled View Session With Status.
10. From the list of sessions that appear, click on a session name scheduled for the day.
11. Click on the *Start* button in the lower right-hand corner of the Session Roster to activate the Student Authorization tickets (test tickets).
12. A message will prompt you that you have requested to start the session; click the *OK* button.
13. A subsequent message will prompt that you have started the session; click the *OK* button.
14. Click on *List* (next to Session Name) to view the Session List.
15. Repeat steps 9-14 until all sessions scheduled for the day have been started.

You can monitor the progress of all students assigned to a test session via the Session Roster. The color-coded boxes in the *Status* column in front of each student's name indicate the student's real-time test status:

<i>Status Color (Note)</i>	<i>Student Testing Status</i>
<b>White</b> (Not Started)	The student has not yet started taking the test.
<b>Green</b> (Started)	The student has started taking the test.
<b>Yellow</b> (Resume)	The student exited the test and has been authorized to resume the test.
<b>Orange</b> (Exited)	The student exited TestNav and needs to be resumed before completing the test.
<b>Red</b> (Stopped)	The student has submitted the answers to be scored.

Be sure to click the *Restore* button (bottom left-hand side of the Session Roster) frequently while viewing sessions. This button will update the students' status. Do **not** use the F5 button on your keyboard to refresh your screen.

As students begin to login and start the test, the Student Status will turn green. As students complete their test, the Student Status will turn red; a red status cannot be restarted. If a student exits TestNav (either inadvertently or purposefully) before completing the test, the Student Status will turn orange.

If a student exits their test without completing it, their login information will need to be re-activated. To do this, open the Session Roster. Click the *Resume* button in the Resume column next to the exited student's name on the Session Roster. The student's status will change to yellow indicating that the student's test can begin again. The student should log back in to TestNav using the original test ticket. When re-entering the system, the student should be taken back to within the last two questions answered.

However, if a student loses connection and is still showing as *Started*, but they are no longer in the test (for example, the computer powered down unexpectedly), go to the Session Roster and click the *Resume* button next to the exited student's name. Please do not click that button until it has been confirmed that the student is NO LONGER in the test.

All directions in the Web-based Field Test Directions manual that Examiners must read aloud to the students are in **bold type** so that they stand out from the rest of the text. They must be read **exactly as they are written**, using a natural tone and manner.

If a mistake is made in reading a direction, the Examiner should stop and say, **"No that is wrong. I must re-read it to you. Listen again."** Then read the direction through again.

Try to maintain a natural classroom atmosphere during the test administration. Encourage students to do their best.

The online tests are divided into sections. The directions and sample item(s) are in Section 1 of all online tests. The English: Reading test will also have a section for each reading passage and its associated questions.

If the sample question is not answered, the summary screen that is displayed when a student *submits* the test will indicate that one question is unanswered. To navigate between the sections, click on the *Go to...* button on the dashboard. This button will take the student to the Item Review screen. The sections are designated in the upper right-hand corner of the screen and appear as black diamonds. The diamond for the section the student is currently in will be blue. Students may click on the diamond with a "1" to return to the directions and sample question.

If a student asks a question during the test, be very careful when answering. If the student's question refers to the mechanics of testing, such as how to navigate to the next question, it can be answered. If the question refers to a particular item, the student should be told, "Read it carefully and do just what it says." Help must not be given on specific items, and no cues should be given about the correctness of a student's answer to a particular item.

Test questions may **not** be read to students unless specified by their IEPs, 504 Management Plans, or *LEP SOL Participation Plan*. **If in doubt, it is better to say that you cannot respond to the student's question rather than risk violating standard procedures.**

During the test administration, Examiners should monitor the testing process by moving as unobtrusively as possible about the room. While moving about the room, they need to check that students are selecting their answers properly.

Have extra pencils, erasers, and scratch paper available in an accessible place.

Examiners should focus their attention on monitoring the testing process during the test administration and should not spend time reviewing test items.

## SPRING 2005 FIELD TEST CHECKLIST

This checklist is provided to assist your division with planning for online Grade 4, 6, & 7 field testing for English: Reading and Mathematics. Please refer to this manual for information about the procedures mentioned below.

Complete?	Procedure	Deadline
	DDOT submits Spring 2005 Mathematics and Reading Field Test survey.	January 14, 2005
	Division staff register for training with VDOE (if needed).	Prior to date of training session
	Project Manager or designated personnel installs/upgrades the newest version of the test delivery application, TestNav™ (4.13) on all workstations identified for online testing. Divisions are strongly encouraged to use the Basic Early Warning System installation. See <a href="http://www.doe.virginia.gov/VDOE/Technology/soltech/EWS.html">http://www.doe.virginia.gov/VDOE/Technology/soltech/EWS.html</a> for more information.	After March 14, 2005 and at least 4 weeks before test window start date
	DDOT receives Login ID (esol<div num>) and Password for the Virginia Field Tests (VFT) ( <a href="http://etest.ncspearson.com/customers/Virginia/vams/index.htm">http://etest.ncspearson.com/customers/Virginia/vams/index.htm</a> ). DDOT will be given all Student Data Management, Test Session Management (except the Get Authorizations and Get Proctor Authorization Ticketrights), and Reporting rights.	Week of April 18, 2005
	Division sends student data via the Student Data Upload process ( <a href="http://www.pen.k12.va.us/VDOE/Technology/soltech/docs/massloadtemp.xls">http://www.pen.k12.va.us/VDOE/Technology/soltech/docs/massloadtemp.xls</a> ) to Pearson Educational Measurement ( <a href="mailto:va_online@pearson.com">va_online@pearson.com</a> ) or hand-enters students in the eMeasurement™ administrative component.	After April 28, 2005 and at least 2 weeks before test window start date
	DDOT and Project Manager determine division's online test schedule (number of concurrent tests, number of sessions each day, number of available labs/computers, etc.) based on number of students testing and available computers.	At least 4 weeks before test window start date
	Project Manager tests infrastructure either with the eMeasurement Services Infrastructure Assessment or by simulating a testing environment using the Training Test. If network performance problems occur, contact VDOE as soon as possible.	At least 4 weeks before test window start date
	DDOT or designated personnel trains STCs and/or Examiners using the Virginia SOL Web-based Assessments Program Training Center ( <a href="http://etest.ncs.com/customers/virginia/vasoltrng/index.htm">http://etest.ncs.com/customers/virginia/vasoltrng/index.htm</a> ). The Login ID (train<div num>) and Password (training) may be used by all staff in the division. Please review the web-based field test manuals ( <a href="http://www.pen.k12.va.us/VDOE/Assessment/OnlineTesting/index.htm">http://www.pen.k12.va.us/VDOE/Assessment/OnlineTesting/index.htm</a> ) during training. In addition, the Training Workbook may be used as a resource ( <a href="http://www.pen.k12.va.us/VDOE/Technology/soltech/docs/trainwkbk.pdf">http://www.pen.k12.va.us/VDOE/Technology/soltech/docs/trainwkbk.pdf</a> ).	At least 3 weeks before test window start date
	DDOT distributes Login Ids and Passwords to STC for the Virginia Field Tests. STC may be given all Student Data Management and Test Session Management rights (except Get Authorizations, Get Proctor Authorization Ticket, and Assign Alternate Form Groups) at this time. Refer to the User Profiles located in the Web-based Field Testing Manual for authorized STC rights.	After STC has been trained or at least 2 weeks before test window start date
	DDOT or STC <sup>1</sup> distributes Login Ids and Passwords to Examiners (if needed) for the Virginia Field Tests. Examiners should only be given the "Edit Student" right within Student Data Management at this time. Refer to the User Profiles located in the Web-based Field Testing Manual for authorized Examiner rights.	After Examiners have been trained or at least 2 weeks before test window start date

Complete?	Procedure	Deadline
	DDOT receives Get Authorizations and Get Proctor Authorization Ticketrights from VDOE.	2 weeks before test window start date
	Division trains students to use TestNav™ using the Middle School Assessment Training Tool (MSATT) and/or the Elementary Assessment Training Tool (ESATT) available at <a href="http://etest.ncs.com/customers/Virginia/vams/resources.htm">http://etest.ncs.com/customers/Virginia/vams/resources.htm</a> . In addition, a middle school Training Test is now available in the Virginia SOL Web-based Assessments Program Training Center ( <a href="http://etest.ncs.com/customers/virginia/vasoltrng/index.htm">http://etest.ncs.com/customers/virginia/vasoltrng/index.htm</a> ).	At least 1 week before test window start date
	DDOT or STC schedules school online test sessions. Be sure to create an <i>Irregularity</i> session for each subject administered. Make-up test sessions may be created in advance so that absent students may be easily moved. (Please notify PEM HelpDesk at 1-888-597-1103 immediately if any testing after 5:00 PM will be conducted in your division's schools.)	At least 1 week before test window start date
	DDOT collects signed Test Security Guidelines from STCs, Examiners, Proctors, etc. for the Virginia Field Tests. Users may print and sign the Test Security Guidelines that appear on the computer when initially logging in or copy and sign the guidelines in the online field test manuals.	NO LATER THAN 1 week before test window start date
	DDOT gives STC Get Authorizations and Get Proctor Authorization Ticketrights.	4 days before test window start date
	DDOT completes the 96-Hour Checklist with the Project Manager.	4 days before test window start date
	STC prints Student Authorization tickets and Proctor Authorization tickets (if needed for Read-Aloud sessions) and secures until day of testing.	4 days before test window start date
	DDOT or STC <sup>1</sup> removes the Edit Student right within Student Data Management from and grants the Edit Sessions and Create/Edit Read Aloud Sessions rights within Test Session Management to Examiners (if needed).	NO EARLIER THAN test window start date
	If Proctor Caching is being used for online field tests, all test forms to be administered must be pre-cached.	NO EARLIER THAN test window start date
	DDOT or STC starts test sessions.	NO EARLIER THAN the morning of the test session
	DDOT or STC stops Read-Aloud test sessions.	NO LATER THAN the end of the test session
	DDOT or STC stops remaining test sessions.	NO LATER THAN the end of the day the test session began
	All test forms that were pre-cached are to be purged from the Proctor Caching server.	NO LATER THAN test window end date



Complete?	Procedure	Deadline
	DDOT or STC removes the Edit Sessions and Create/Edit Read Aloud Sessions rights within Test Session Management from Examiners.	NO LATER THAN test window end date
	DDOT removes all Student Data Management and Test Session Management rights from STCs.	NO LATER THAN test window end date
	VDOE removes Student Data Management and Test Session Management rights from DDOT.	May 27, 2005

<sup>1</sup> DDOT may direct the STC to manage the rights of the Examiners in their respective schools. Your division may decide NOT to create Examiners as users in the online system.

## PERSONNEL AND STUDENT TRAINING

### School Test Coordinator Training

Training that highlights responsibilities during online test administrations, reviews local instructions, and stresses security procedures shall be provided for the STCs (or other designated testing coordinators). The following topics should be addressed in the training:

- responsibilities of STCs and Examiners
- testing schedules, including make-up sessions
- creating, starting, and stopping test sessions
- removing authorizations from users at the appropriate times
- security requirements, including use of the *Test Security Agreement*
- guidelines for participation of Limited English Proficient (LEP) students and students with disabilities
- arranging for testing sites
- handling testing irregularities

STCs should become familiar with the exercises in the *Training Workbook for Virginia Standards of Learning Web-based Assessments* (<http://www.pen.k12.va.us/VDOE/Technology/soltech/docs/trainwkbk.pdf>), and the Middle School Assessment Training Tool (MSATT) and the Elementary School Assessment Training Tool (ESATT), stand-alone programs that will simulate (without using an Internet connection) a web-based field test via the TestNav™ application using Grade 5 and Grade 3 released SOL test items respectively. In addition, STCs should read the *Web-based Field Testing Manual* and the *Web-based Field Test Directions* manual.

### Examiner Training

Training shall be provided to Examiners so that they can successfully conduct the online field test administration. When training the Examiners, be sure to cover the following topics:

- responsibilities of Examiners
- security requirements
- test schedule
- use of TestNav application
- Early Warning System procedures
- preparing students for testing
- appropriate room/lab preparation
- providing accommodations for students
- use of test manipulatives
- entering student data into the online system (if necessary)
- conducting SOL testing under standardized conditions using the *Web-based Field Test Directions* manual
- monitoring students during testing
- use of classroom Proctors and/or Interpreters (if necessary)
- identifying and reporting testing irregularities
- handling emergencies
- returning of test tickets after testing

Examiners may review the *Web-based Field Test Directions* manual prior to the day of testing. STCs may wish to collect the *Web-based Field Test Directions* manual after training and then redistribute them on the day of testing to ensure that all Examiners have a copy for test administration.

The responsibilities assigned to Examiners for online testing are left to the discretion of each division. In some divisions, Examiners may only be responsible for monitoring test sessions and notifying the School Test Coordinator (STC) of absences or exited students. If this represents the model your division will follow, the training

of Examiners for online testing need only consist of using the TestNav™ application via the Middle School Training Test, MSATT, and/or ESATT, and the Early Warning System. If your Examiners will be involved with entering/editing student data or creating/editing test sessions, you will need to provide the additional training. It is recommended that the Examiners in this case become familiar with the exercises in the *Training Workbook for Virginia Standards of Learning Web-based Assessments* (<http://www.pen.k12.va.us/VDOE/Technology/soltech/docs/trainwkbk.pdf>) provided by VDOE.

### Student Training

The MSATT is available for sixth and seventh graders who will be participating in online field testing this spring. The MSATT is a stand-alone program that will simulate (without using an Internet connection) a web-based field test via the TestNav™ application using Grade 5 released SOL test items. The MSATT application may be downloaded and installed to each computer (Windows or Macintosh) or a server within your LAN/WAN environment. Students can practice using the online tools that are available on the Grade 6 and 7 Mathematics and Reading Field Tests including the protractor, straightedge, ruler, highlighter, eraser, and choice eliminator. No Login ID or Password is required to access the MSATT.

The ESATT is available for fourth graders who will be participating in online field testing this spring. The ESATT is a stand-alone program that will simulate (without using an Internet connection) a web-based field test via the TestNav™ application using Grade 3 released SOL test items. The ESATT application may be downloaded and installed to each computer (Windows or Macintosh) or a server within your LAN/WAN environment. Students can practice using the online tools that are available on the Grade 4 Mathematics and Reading Field Tests including the protractor, straightedge, ruler, highlighter, eraser, and choice eliminator. No Login ID or Password is required to access the ESATT.

A TestNav™ tutorial is available for students to view prior to using the TestNav™ test delivery system. This tutorial displays the tools and navigation buttons available in the testing system (except the protractor). It will provide a solid overview of the TestNav™ test delivery system. The tutorial can be accessed (<http://etest.ncs.com/customers/Virginia/vasoltrng/resources.htm>) at any time. No Login ID or Password is required; the application stands alone and does not require Internet access.

eTools™ Live (available at <http://etest.ncs.com/customers/Virginia/vasoltrng/resources.htm>) is intended to let students practice using the different eTools available on their respective field tests (except the protractor). Students may use this application to practice using the highlighter, eraser, choice eliminator, four-function calculator, Periodic Table of Elements, compass, straightedge, and ruler. No Login ID or Password is required; the application stands alone and does not require Internet access. The questions are not scored or reported—they are NOT Virginia SOL test items.

## SCHEDULE TEST SESSIONS

The division's online field test window (established by the DDOT) must be scheduled within the dates for the field test administration (May 9, 2005-May 27, 2005). DDOTs and Project Managers need to work together to determine the daily online test schedule. Some things to consider include the number of concurrent tests your network can successfully manage, the number of online test sessions your schools will offer each day, the number of available labs/computers, etc.

### NOTE

The eMeasurement™ Services system will NOT be available from 9:00 PM Tuesdays-6:00 AM Wednesdays and 9:00 PM Thursdays-6:00 AM Fridays for system maintenance and scheduled upgrades. Please take these weekly downtimes into consideration to avoid scheduling conflicts. If the system must be taken off-line at times other than those listed above, Pearson Educational Measurement will notify all school divisions participating in online testing.

STCs must set the specific testing and make-up session schedules in their respective schools. STCs must also inform the students of test dates. STCs will not be given access to Get Authorizations (the ability to print student test tickets) and Get Proctor Authorization Ticket rights (the ability to print Examiner test tickets) until 4 days prior to testing. However, test sessions may be created as soon as the student data is loaded into the system.

Students who are absent or miss a regular test session may be provided with an opportunity to take, on a make-up basis, the test(s) they missed. **It is recommended that online make-up test sessions be created before testing begins in your school.** Therefore, students who are absent for a test session can be moved directly into one of the previously created make-up sessions. Incorporate sufficient time into the scheduled make-up sessions in order to complete all testing before the end of the testing window established by the division.

For make-up sessions, students will take the same test form taken by other students on the regular testing date(s). Students who are absent must be removed/moved from the testing session before that session can be stopped. Test sessions must be stopped by the end of the day they were started. Please refer to your eMeasurement™ Services *User's Guide for Virginia Standards of Learning Web-based Assessments* (<http://etest.ncs.com/customers/Virginia/UsersGuide.pdf>), Section 4.0, for instructions.

In scheduling the testing sessions, take into consideration that the field tests are untimed tests. Approximately 75 minutes per test is expected to be a typical testing time. Some students will take longer; some students will finish early. Students should be afforded as much time as they need to complete each test during a given day.

Though the field tests are untimed, each test is to be completed in one school day. Additionally, students may not leave the testing site and subsequently return to finish the test unless their absence from the site is closely monitored to prevent interaction with other students and/or access to educational materials. If a student does briefly leave the testing site during testing, be sure to cover the computer monitor in some way (i.e. tape a piece of paper on the monitor) or turn off the monitor to prevent other students from viewing the item on the screen. Testing sessions must be scheduled so that they begin early enough to allow students reasonable amounts of time to complete the test before lunch or before the end of the school day.

**All online test sessions must be stopped by the end of the school day.** In order to do so, all students must show a "Stopped" (red) status on the Session Roster. Any students with a "Not Started", "Exited", or "Resume" status must be removed/moved to a make-up or irregularity session before stopping the test session.

Prior to the first date of testing, develop a plan to accommodate situations in which “allocated” time has elapsed, but students have not yet completed the test. For example, these students could be moved to an alternate location equipped with computer workstations such as a library or available computer lab so that they can finish the test.

If students are moved to an alternate testing site to complete their tests, their Student Authorization tickets (test tickets) must be collected by the Examiner or Proctor prior to the move and redistributed only after the students are settled in the new location. While in transit, students must not be allowed to discuss the test with anyone or have access to educational materials. Be sure that the alternate computers to be used during testing meet the minimum requirements as stated in the Architectural Guidelines

(<http://www.pen.k12.va.us/VDOE/Technology/soltech/docs/archguide.pdf>).

**NOTE**

If students must be moved to an alternate location to complete their tests, their online test must be **exited** prior to being moved to the new location. Before the student can login (using the same authentication information found on test ticket) to complete their test, the student's test must be **resumed** in Test Session Management (see the eMeasurement™ Services *User's Guide for Virginia Standards of Learning Web-based Assessments*, Section 4.0).

**The administration of field tests must take precedence over other scheduled school activities.** Testing sessions should not be interrupted by fire drills or other school functions. If testing must be delayed or interrupted by inclement weather or some other emergency, the DDOT must assist the STCs with revising the schedule.

## REVIEW PROCEDURES FOR ENSURING TEST SECURITY

### Test Security Guidelines

All persons in the division who will have access to or assist with the administration of the online or paper SOL tests must read the *Test Security Guidelines* and sign the *Test Security Agreement* before they administer any tests. This security agreement requires that persons involved in the test administration exercise the necessary precautions to ensure the security of content and all test materials. **This agreement must be completed and forwarded to the DDOT before given access to the eMeasurement™ online system and/or administering any online or paper tests.**

*Test Security Guidelines* and the *Test Security Agreement* are available on the following pages. In addition, when a user initially logs in to the Virginia Fields Tests website (<http://etest.ncs.com/customers/virginia/vams/index.htm>), he/she will be prompted to read and accept the *Test Security Guidelines*. After doing so, a "printable" version of the security guidelines will appear including signature lines. The user is to print and sign this version. Some divisions do not set up the Examiners and Proctors as users on the online testing system. Therefore, they would never log in to the system to view the *Test Security Guidelines* mentioned above. In this case, a copied version of the *Test Security Agreement* and *Test Security Guidelines* on the following pages should be made available for the Examiners and/or Proctors to sign.

Divisions may make as many copies of the security agreement as necessary. Do not use file photocopies of previously signed security agreements from past administrations. Signed forms should be forwarded to the DDOT.

The following *Test Security Guidelines* and the *Test Security Agreement* are applicable to online testing as well as paper/pencil testing. Therefore, persons involved with both online and paper testing need only sign one *Test Security Agreement*. **Persons who have not signed the Test Security Agreement may not be allowed access to the any SOL tests.**

### 96-Hour Checklist

DDOTs and Project Managers should review the *96-Hour Checklist* for testing. Issues such as the security of the test environment, test tickets, starting and stopping test sessions at appropriate times, and the integrity of the computers used during testing are covered in the *96-Hour Checklist*.

### Security Authorizations

When assigning security authorizations to other users in the division, be sure to follow the User Profiles. It is particularly important to monitor the Get Authorizations and Get Proctor Authorization Ticket rights, which allows a user to print Student Authorization tickets (test tickets). DDOTs have primary responsibility for assigning and removing security authorizations. Others may have responsibility for assigning and removing security authorizations for users at the school level as directed by the DDOT. Please refer to the Spring 2005 Field Test Checklist for important timelines regarding removing security authorizations.

### Test Tickets

Any time Student Authorization tickets (test tickets) are printed in advance of the testing session (no more than 4 days prior to a test session), they must be kept in secure, locked storage until the actual testing session. Do not start a test session (activating the test tickets) until the morning of the scheduled session. Examiners need to sign out the test tickets the morning of a test session. After a test session, Examiners should be instructed to collect the test tickets and return them to a designated location.

The **Grade 4, 6, & 7 Test Ticket Transmittal Form/Affidavit** is provided to assist with the distribution and collection of test tickets. Examiners must initial this form verifying their receipt of the quantity of test tickets listed in the "Test Ticket Quantity" column.

For each test session, Examiners should be provided with the following test materials:

- Spring 2005 *Web-based Test Directions* manual (directions for all subjects are in one manual)
- test tickets
- "TESTING IN PROGRESS: DO NOT DISTURB" sign if available
- calculators (for Mathematics tests only)
- scratch paper

Examiners are required to return test materials to the STC as soon as the test session is completed or to store the materials until the end of the school day in a secure location that is inaccessible to students. **All test materials must be returned to the STC no later than the end of the school day.**

When Examiners return the test tickets, the STC must count them and initial the *Grade 6 & 7 Test Ticket Transmittal Form/Affidavit* to verify that all test tickets have been returned. When the test tickets have been returned, the STC may destroy them.

**VIRGINIA DEPARTMENT OF EDUCATION  
STANDARDS OF LEARNING (SOL) ASSESSMENT PROGRAM  
NON-WRITING FIELD TESTS**

**TEST SECURITY GUIDELINES**

Listed below are guidelines to assist those persons involved in the administration of Grades 4, 6, and 7 Field Testing for Reading and Mathematics Assessments (paper and online) in determining what actions may compromise test security.

1. Students must never be exposed to unreleased test items or to the answers to unreleased test items before or following test administration. **Using unreleased test items in any form (including rewording of such test items) is STRICTLY PROHIBITED.**
2. The tests must be administered strictly in accordance with the instructions outlined in the field test manuals, this includes following proper procedures for using test manipulatives. Directions that are to be read to the students must be read exactly as they are written.
3. No test item which will be scored to obtain student test results may be used as a sample or practice item for learning how to mark responses. Sample items are included in the field tests to familiarize students with the format of the items and the procedures for marking their answers.
4. Copying/printing/photographing **ALL OR ANY PART** of a SOL assessment or taking notes about the items included on a SOL assessment is **STRICTLY PROHIBITED**. As stated in the copyright by the Virginia Department of Education, testing materials may not be reproduced or used in any form or by any means, electronic or mechanical, including photocopying or recording or by any information storage or retrieval systems.
5. All persons are prohibited from attempting to formally or informally score assessments.
6. All Examiners, Proctors, or Interpreters using an Examiner Read-aloud test ticket to read an online test aloud to students requiring this accommodation are prohibited from answering test questions in the Web-based system before, during, or after the administration of the test.
7. All persons are prohibited from providing students with the answer to any unreleased test item and from making any suggestion as to how to respond to a test item at any time, whether before, during, or after a test administration. This prohibition includes provision of cues, clues, hints, and/or actual answers in any written, printed, verbal, and/or non-verbal form (including chalkboards, charts, and bulletin boards).
8. All persons are prohibited from changing students' answers to test items whether by providing hints or clues during a test administration, correcting wrong answers during a test administration, or by erasing or correcting answers or responses recorded/selected by the student.
9. All persons are prohibited from logging into TestNav™, the Web-based application, posing as a student, current or fabricated, to view any tests. Only a student whose name appears on a test ticket is permitted to log in and take a Web-based field test.
10. All known violations of test security procedures shall be reported in writing, signed by the person making the report, and addressed to Division of Assessment and Reporting, Virginia Department of Education. The Virginia Department of Education will request an investigation of any test improprieties and implementation of an action plan as necessary. All corrective action plans must be submitted to the Division of Assessment and Reporting.

*Please read legislation passed by the Virginia General Assembly (§ 22.1 - 292.1. Violation of test security procedures: revocation of license.) regarding the repercussions for violating test security.*

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**VIRGINIA DEPARTMENT OF EDUCATION  
STANDARDS OF LEARNING (SOL) ASSESSMENT PROGRAM  
NON-WRITING FIELD TESTS  
TEST SECURITY AGREEMENT**

I acknowledge that I will have access to the **Virginia Field Tests** (paper and/or online) for the purpose of administering the field test assessments. I also acknowledge that I have read, understand, and agree to adhere to the Test Security Guidelines. I understand that these tests are highly secure, and it is my professional responsibility to protect their security as follows:

1. I will not divulge the contents of the test to anyone.
2. I will not copy/print or take notes about any part of the test.
3. I will not allow access to the tests to any student or other person not so authorized by the School Test Coordinator or Division Director of Testing.
4. If serving as an Examiner for online read-aloud test sessions, I will not answer test questions in the Web-based system before, during, or after the administration of the test.
5. I understand my Login ID and Password for the Virginia Field Tests are secure and must remain confidential.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

School: \_\_\_\_\_

Division: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE**

Proctors, Interpreters, and all individuals involved in transcriptions of student responses must also read and sign the Test Security Agreement.

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**VIRGINIA DEPARTMENT OF EDUCATION  
STANDARDS OF LEARNING (SOL) ASSESSMENT PROGRAM  
NON-WRITING FIELD TESTS  
TEST SECURITY PROCEDURES**

Please note the Virginia General Assembly in its 2000 session enacted the following legislation regarding test security:

**§ 22.1 - 292.1. Violation of test security procedures: revocation of license.**

- A.** The Board of Education may suspend or revoke the administrative or teaching license it has issued to any person who commits any of the following acts knowingly and willfully with the intent to compromise secure mandatory tests administered to students as required by this title or by the Board of Education:
1. Giving unauthorized access to secure test questions;
  2. Copying or reproducing all or any portion of any secure test booklet;
  3. Divulging the contents of any portion of a secure test;
  4. Coaching or assisting examinees during testing or altering examinees' responses in any way;
  5. Making available any answer keys;
  6. Failing to follow test security procedures established by the Department of Education;
  7. Providing a false certification on any test security form required by the Department of Education;
  8. Retaining a copy of secure test questions; and
  9. Participating in, directing, aiding, assisting in, or encouraging any of the acts prohibited by this section.

For the purposes of this section, "secure test" means an item, question, or test that has not been made publicly available by the Department of Education.

Nothing in this section shall be construed to prohibit educational personnel from providing input to administrators or other authorized personnel, including school board members and members of the General Assembly, except when done in a manner that violates test integrity or security regarding the accuracy, clarity, or propriety of test items or test administration procedures.

- B.** Nothing in this section shall be construed to prohibit or restrict the reasonable and necessary actions of the Board of Education, the Superintendent of Public Instruction, or the Department of Education in test development or selection, test form construction, standard setting, test scoring and reporting, or any other related activities which, in the judgement of the Superintendent of Public Instruction or the Board of Education, are necessary and appropriate.
- C.** Any suspension or revocation imposed for the acts enumerated in this section shall be rendered pursuant to Board regulations promulgated pursuant to the Administrative Process Act (§ 9-6.14:1 et seq. and § 22.1-298), governing the licensure of teachers.

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## 96-HOUR CHECKLIST

This checklist has been developed to help ensure a successful online SOL testing experience at each school. The checklist includes assessment and technology items that should be completed or verified 96 hours (4 school days) before the start of the online testing window.

### Assessment:

- ☐ Verify that all student data is loaded and accessible within eMeasurement™ Services. (Refer to Section 3.0 "Student Data Management" in the eMeasurement™ Services *User's Guide for Virginia Standards of Learning Web-based Assessments*.)
- ☐ Verify that all appropriate personnel have signed the Test Security Agreement found in the *Web-based Testing Manual* or printed from the eMeasurement™ Services system.
- ☐ Verify that each STC and/or Examiner has been assigned appropriate access to eMeasurement™ Services. Be sure to follow the User Profiles established by VDOE. (Refer to Section 7.0 "Security" in the eMeasurement™ Services *User's Guide for Virginia Standards of Learning Web-based Assessments*.)
- ☐ Verify that each STC or other designated personnel has created Test Session(s) within eMeasurement™ Services. (Refer to Section 4.0 "Test Session Management" in the eMeasurement™ Services *User's Guide for Virginia Standards of Learning Web-based Assessments*.)
- ☐ Verify that each STC or other designated personnel has created Read-aloud Test Session(s) within eMeasurement™ Services. (Refer to Section 4.0 "Test Session Management" in the eMeasurement™ Services *User's Guide for Virginia Standards of Learning Web-based Assessments*.)
- ☐ Verify that students have been assigned to the appropriate Test Session(s) within eMeasurement™ Services. (Refer to Section 4.0 "Test Session Management" in the eMeasurement™ Services *User's Guide for Virginia Standards of Learning Web-based Assessments*.)
- ☐ Be prepared to print the Proctor Authorization ticket and Student Authorization tickets for each session. These tickets should be printed no more than 4 days prior to the test window start date and must be stored in a secure location until needed. (Refer to "Adding Students to a Session" in Section 4.0 in the eMeasurement™ Services *User's Guide for Virginia Standards of Learning Web-based Assessments*.)
- ☐ Verify the method Examiners will use to take roll during the day of testing. If desired, print the Student Roster for each test session. (Refer to "Adding Students to a Test Session" in Section 4.0 in the eMeasurement™ Services *User's Guide for Virginia Standards of Learning Web-based Assessments*.)
- ☐ Verify that STCs or other designated personnel are knowledgeable in how to:
  1. Access and *Start* the Test Session(s) they will be administering,
  2. Monitor the Test Session(s) they will be administering,
  3. Resume a student's test (when applicable), and
  4. *Stop* a Test Session.(Refer to Section 5.0 "Starting and Monitoring a Session" in the eMeasurement™ Services *User's Guide for Virginia Standards of Learning Web-based Assessments*.)
- ☐ Verify that designated personnel have the necessary number of copies of the *Web-based Test Directions* manual for each test subject and session being administered.

- ☐ Verify that all students testing online have had the opportunity to view the TestNav™ Tutorial or complete a training test prior to starting an online SOL test. Students may also view eTools™ Live to become more familiar with the tools available on TestNav.

### Technology:

It is assumed that prior to reviewing this checklist, the network and equipment being used for online SOL testing meets the minimum requirements as outlined in the “Architectural Guidelines for High School Readiness” (available at <http://www.pen.k12.va.us/VDOE/Technology/soltech/docs/archguide.pdf>), and the performance of your network has been tested for online testing. Performance testing may have included multiple concurrent administrations of the Virginia Training Test.

- ☐ Verify that the performance of your Internet connection across all schools conducting online testing is consistent with expected levels of performance. One tool that may be used is available at <http://www.dslreports.com/stest>
- ☐ Alert your Internet Service Provider to your online SOL testing window, and also confirm that no scheduled maintenance or outages are planned during that entire window.
- ☐ Verify, as needed, that no high bandwidth network activity other than online SOL testing will be occurring during the online testing window.
- ☐ Verify that the eMeasurement™ Services administrative functions are accessible (with appropriate Login ID and Password) from within the school network(s) and those computers from which administrative functions will be accessed include Adobe Acrobat Reader®, version 4.X or higher.
- ☐ Verify that the most recent version of TestNav™ is accessible at all workstations to be used for testing. TestNav™ may be installed locally at each workstation or accessed via a shortcut to a single installation on a file server. To verify the TestNav™ version, launch TestNav™ and type <http://www7.etest.ncspearson.com/VASOL/> in the address box. After clicking *Go*, the login screen will appear. In the bottom right-hand corner of the login screen, you should see the version number 4.13. If that version number doesn't appear, run the upgrade installation for TestNav™ available from <http://etest.ncspearson.com/Customers/Virginia/vasoltrng/delivery.htm>.
- ☐ If a proxy server is in use, verify that all TestNav™ installations include any necessary edits to the “proxysettings.properties” file (Refer to the eMeasurement™ Services *Infrastructure Guidelines*.)
- ☐ Verify connectivity among the following: computers to be used for training, the TestNav™ application, any intermediate network devices (i.e. proxy servers, caching servers, Internet content filters, firewalls, etc.) and the eMeasurement™ web sites (protocols: http and https, ports: 80 and 443).
  - Specific IP addresses and their associated name resolutions are included in the Infrastructure Guidelines (see *Infrastructure Guidelines*, Section 3.2 – 3.5)
  - Log in to the eSOL Training Center at <http://etest.ncs.com/customers/virginia/vasoltrng/index.htm> using the Login ID: *train<div code>* and Password: *training*. To verify connectivity, you must be able to login to the Training Center and browse within Session Management, Student Data, etc. (You will be prompted to login after requesting a secure task, such as “Create” and “View or Maintain”). Refer to Section 7.0 in the eMeasurement™ Services *User's Guide for Virginia Standards of Learning Web-based Assessments*.

- In the eSOL Training Center, create a generic student and test session. Generate a test ticket for that student. Launch TestNav™ and login to the Virginia Training Test. (The test ticket includes the URL, Login ID, Password, and test code needed to log into the Training Test and is valid for only one login.) To verify connectivity, you must be able to login to TestNav™ and view the Training Test items. Refer to Sections 3.0, 4.0, and 5.0 in the eMeasurement™ Services *User's Guide for Virginia Standards of Learning Web-based Assessments*.
- ❑ Verify that any applications that take over the computer causing TestNav™ to close (such as screen savers, scheduled virus scans, etc) have been disabled on the workstations being used for online testing. If in doubt about an application's effect on TestNav™, test that application prior to online SOL testing using the Virginia Training Test.
- ❑ If utilizing wireless network connections for online SOL testing, ensure that all computers can effectively communicate with their access point from the same location(s) where they will be testing.
- ❑ If utilizing laptops powered only by battery, ensure all batteries have been tested and completely charged. Verify that a plan has been developed for recharging batteries throughout the online testing window. (Low batteries can cause laptops to drop their network connections prior to shutting the computer down.)

**GRADE 4, 6, & 7 TEST TICKET TRANSMITTAL FORM/AFFIDAVIT**

Division Name: \_\_\_\_\_ School: \_\_\_\_\_ Grade/Subject: \_\_\_\_\_

**School Test Coordinators:** Use this form to sign test tickets in and out to Examiners and Proctors (if applicable) in your school. List each Examiner's/Proctor's name in the far-left column. Use the second column to list the number of tickets assigned to each Examiner/Proctor. The Examiner/Proctor should initial the "Out" column each day when receiving test tickets. The STC must initial the "In" column at the end of each day when test booklets are returned. Both the Examiner/Proctor and STC should count or otherwise verify the number of tickets distributed for initialing this form.

**EXAMINER'S AFFIDAVIT:** After testing is completed, have each Examiner read the following statements and sign the "Examiner's Affidavit" column certifying the following:

1. I administered the field test(s) according to the directions in the *Web-based Test Directions* manual.
2. I kept all test tickets secure when in my possession.
3. I did not conduct any inappropriate test preparation activities with students that would invalidate their performance or give them an undue advantage over others.
4. I have read the statement above and understand that I am certifying that they are true.

Examiner's Name	Test Ticket Quantity	OUT	IN	EXAMINER'S AFFIDAVIT
				Examiners are to sign in this column only AFTER reading statements 1-4 above.

- NOTES TO STC:
1. At the close of test administration, this completed form must be forwarded to your DDOT, who will keep it on file.
  2. This page may be photocopied.

## DISTRIBUTION AND AVAILABILITY OF TEST MANIPULATIVES

Test manipulatives listed below are available on the toolbar in TestNav except for the calculators. Only those tools allowed for a given online field test are available on the toolbar. The eTools™ Live application (available at <http://etest.ncs.com/customers/Virginia/vasoltrng/resources.htm>) may be used to give students additional practice with using the online tools (except the protractor).

**Test Manipulatives**

<b>Grade/Subject</b>	<b>Manipulatives Allowed</b>
Grade 4 Reading	scratch paper
Grade 4 Mathematics	metric/standard ruler <sup>1</sup> , 4-function calculator, scratch paper
Grade 6 Reading	scratch paper
Grade 6 Mathematics	metric/standard ruler <sup>1</sup> , scientific calculator (TI-30XaSEVA, Casio fx-260-School, Sharp 501WBBK, Sharp EL 501V), protractor <sup>1</sup> , formula sheet <sup>2</sup> , scratch paper
Grade 7 Reading	scratch paper
Grade 7 Mathematics	scientific calculator (TI-30XaSEVA, Casio fx-260-School, Sharp 501WBBK, Sharp EL 501V), formula sheet <sup>2</sup> , scratch paper

<sup>1</sup> Students must use the online version of this test manipulative.

<sup>2</sup> Students may choose to use the hand-held test manipulative rather than the online tool.

These guidelines should be followed when addressing calculator use on the field tests:

- Students should be familiar with the calculator they are to use. Do not let testing time be the first time a student uses a calculator.
- Either a school-owned or student-owned calculator may be used on the test.
- Students may use only a state approved scientific calculator.

## ACCOMMODATIONS FOR ONLINE TESTING

Students with disabilities or Limited English Proficient (LEP) students may participate in the SOL English: Reading and Mathematics field tests unless participation is not in the best interest of the student. An audio version of the online field tests will **not** be available. Procedures may be followed (see below) to administer the online field tests using the Read-Aloud accommodation. The guidelines for students with disabilities are available on the Virginia Department of Education website.

### NOTE

Accommodations provided to students participating in the field tests will not be selected in Test Session Management.

### Read-Aloud Accommodation

Students with the Read-Aloud accommodation specified in their IEPs, 504 Management Plans, or *LEP SOL Participation Plans* may be tested online. Examiners that will be reading an online test aloud to students who require this accommodation will be given access to an online test to be viewed on the Examiner's workstation. This online test will not be scored or reported in the online system. Access to the test is being provided to allow the Examiner to read the questions and options to the student(s) on a computer monitor that is not part of a student's workstation. Each Read-Aloud test administration must be audio taped.

Beginning this spring, Read-Aloud tickets will no longer be requested from VDOE. Rather, divisions will have the capability of printing the Examiner test tickets after the Read-Aloud session has been created.

To create Read-Aloud test sessions, the session must be identified as a Read-Aloud session by selecting "Yes" in the Read-Aloud field on the Create A New Session screen. It is recommended to use the words "Read-Aloud" in the name of the test session to quickly identify the Read-Aloud sessions from the Session List or drop-down menus. By selecting "Yes" in the Read-Aloud field, all students in the session will automatically be assigned the Read-Aloud form. All students receiving this accommodation must still have the Read Items accommodation selected on the Student Test Detail screen.

The Read-Aloud Session Roster will include a Proctor Authorizations button. Clicking this button will display the Examiner's test ticket. This ticket should be printed on a colored piece of paper to differentiate it from the students' test tickets and secured until the day of testing. The Examiner test tickets should be printed no more than 4 days prior to a test session.

The Examiner test ticket is not valid until the test session is started, and it will remain active until the test session is stopped. Unlike the students' online tests, the Examiner may exit the test and log back in to the test using the login information on the ticket **without** resuming the test. Because of this, **it is imperative that Read-Aloud test sessions are stopped immediately after the test session is complete.** The STC must have each Examiner sign out the Proctor Authorization Ticket on the *Read-Aloud Proctor Authorization Ticket Transmittal Form/Affidavit*. Examiners must be instructed not to answer any questions on the test. All Read-Aloud administrations must be tape recorded.

Because of the nature of this new functionality, some exceptions are explained below:

- Students in a non Read-Aloud test session cannot be moved into a Read-Aloud test session. Instead, these students must first be removed from the non Read-Aloud test session and then added to the Read-Aloud test session.
- Students in a Read-Aloud test session can be moved to any other test session (not in Stopped status).



- Examiner test tickets are generated based on the form of the first student in the session roster. Therefore, do not assign Alternate Read-Aloud forms to students in the test session unless ALL students in the session are to receive the Alternate Read-Aloud form. Any student needing the Alternate Read-Aloud form must be moved to a new test session.

Users are able to experience the new Read-Aloud functionality in the eSOL Training Center. The Training Workbook found at <http://www.pen.k12.va.us/VDOE/Technology/soltech/docs/trainwkbk.pdf> contains a practice exercise for creating Read-Aloud test sessions (p. 7) in the Training Center. In addition, the eMeasurement™ Services *User's Guide for Virginia Standards of Learning Web-based Assessments* provides information about Read-Aloud sessions (Section 4.0 and 5.0).

Examiners must be very careful when reading the test aloud so that they do not lead the student to correct responses by intonation or by repeating any part of the test that is not specifically requested by the student. Special attention must be given to the IEP, 504 documentation, or *LEP SOL Participation Plan* for specific accommodations regarding reading the test aloud. For example, a student's accommodation may require the entire test to be read orally or may require having words, questions, or sentences read orally only when requested by the student. In particular, care must be taken to describe graphics without leading the student to the correct response. The Examiner who is to read the tests aloud should consult the audiotape or the online Audio training test (located in the Training Center, <http://etest.ncs.com/customers/Virginia/vasoltrng/index.htm>) for a standard approach to reading test questions.

**VIRGINIA DEPARTMENT OF EDUCATION  
STANDARDS OF LEARNING (SOL) WEB-BASED ASSESSMENTS**

**FIELD TEST READ-ALOUD PROCTOR AUTHORIZATION TICKET TRANSMITTAL FORM/AFFIDAVIT**

Division \_\_\_\_\_

School: \_\_\_\_\_

Name: \_\_\_\_\_

**School Test Coordinators:** Use this form to sign test tickets in and out to Read-Aloud Examiners in your school. List each Examiner's name in the far-left column. Use the second column to identify the subject for which the test ticket is assigned. The Examiner should initial the "Out" column for each Proctor Authorization Ticket received. The STC must initial the "In" column as each test ticket is returned.

**Read-Aloud Examiner's Affidavit:** After testing is completed, have each Examiner read the following statements and sign the "Examiner's Affidavit" column certifying the following:

1. I administered the Standards of Learning (SOL) Web-based Field Tests according to the directions in the *Web-Based Field Test Directions* manual.
2. I kept the Proctor Authorization Ticket secure when in my possession.
3. I did not answer test questions in the Web-based system before, during, or after the administration of the test.
4. I have read the statements above and understand that I am certifying that they are true.

Read-aloud Examiner's Name	Subject	OUT	IN	Read-aloud Examiner's Affidavit
				Read-aloud Examiners are to sign in this column only AFTER reading statements 1-4 above.

NOTES TO STC: 1. At the close of test administration, this completed form must be forwarded to your DDOT, who will keep it on file.  
2. This page may be photocopied.

## CODING OF STUDENT DEMOGRAPHIC INFORMATION

The following directions apply to students added after the Mass Load data file has been sent to PEM or if your division is hand-entering the students.

The demographic screen from the **eMeasurement™** Services online system is shown below. DDOTs, STCs, Examiners, and designated personnel must review the information below and ensure awareness of all required student demographic information that is to be completed (when applicable) on the student demographic detail screen.

### Student Demographic Screen

**Add Student**

Complete the information below and click **Add Student** or use the [search](#) function for locating an existing student.

Last Name:  First Name:  MI\*:  Unique ID:  Login ID:  (Leave blank to default to Unique ID)

Student Number:  Date of Birth:

Grade:  Race/Ethnicity\*:

Gender:  LEP\*:

Disability Status\*:

\*Complete when applicable.

☐ I want to add session information for this student.

**Add Student** **Reset**

Student data that has been loaded into the system using the Mass Load procedure may automatically have any of the following fields completed by PEM if they were included in the Mass Load file. Refer to these descriptions when hand-entering a student into the system or making corrections/additions to students previously loaded/entered.

### LAST NAME, FIRST NAME, AND MI

The fields for student name are required (middle initial is optional). These fields **must** be completed prior to testing when hand-entering a student into the system.

### UNIQUE ID

The Unique ID field is required by the eMeasurement™ Services system. The Unique ID must have the following format: DDD-NNNNNNNNNNNN where DDD is the 3-digit division code, followed by a dash and the Student Number (variable-length, 12-digit maximum) from the division's student information system. For example, 006-548321478965 would be acceptable in this field. This field **must** be completed prior to testing when hand-entering a student into the system.

### LOGIN ID

Choose a Login ID that students are familiar with. This may be the same Login ID they use to access your division's network. If you leave the Login ID blank, it will default to the Unique ID. The student will use the Login ID when accessing an online test.

### DATE OF BIRTH

The date of birth field is required. Enter information in the following format: MM/DD/YYYY. Use numbers and slashes only. This field **must** be completed prior to testing when hand-entering a student into the system.

**GRADE**

The field for grade is required. Choose a grade from the drop-down menu. This field **must** be completed prior to testing when hand-entering a student into the system.

**RACE/ETHNICITY**

The drop-down menu contains the following race/ethnicity choices. Students with origins in the Pacific Islands may be identified as Pacific Islander or Native Hawaiian. A student who does not identify with one of the race/ethnicity groups or who has a multi-ethnic background may have the "0-Unspecified" choice selected. If students object to providing this information, the field may be left blank.

**0=Unspecified**

**1=American Indian or Alaskan Native**

**2=Asian or Pacific Islander**

**3=Black (Not of Hispanic Origin)**

**4=Hispanic**

**5=White (Not of Hispanic Origin)**

**6=Native Hawaiian**

**GENDER**

The field for gender is required. Choose a gender from the drop-down menu. This field **must** be completed prior to testing when hand-entering a student into the system.

**STUDENT NUMBER**

If your division uses a student number, enter the number only as it appears in your student information system. The Student Number field should duplicate the (up to) 12-digit Student Number portion used in the Unique ID field. Be sure to confirm that the data entered in this field is correct in order to match your student information system. While this field is not required, it may be essential when importing SOL score data into your student information system.

**LIMITED ENGLISH PROFICIENT (LEP)**

Select one of the values listed below only if the student is classified as limited English proficient (LEP) and meets the criteria below:

**A-LEP**

**B-Monitor Status**

**C-Formerly LEP**

**A-LEP**

Students classified as level 1, level 2, level 3, or level 4 of English language proficiency.

**B-Monitor Status**

Students classified in monitor status (year 1 or year 2).

**C-Formerly LEP**

Students who are formerly LEP and have exited monitor status within the last two years. (Note: Recent guidance from USED allows Virginia to consider such students in LEP for the purposes of calculating Adequate Yearly Progress.)

**Limited English Proficient (LEP) students:**

As of January 8, 2002 an LEP student in the Commonwealth of Virginia is classified according to the federal government definition as described in Public Law 107-110, the *No Child Left Behind Act of 2001*. The law states:

<b>An LEP student is classified as one:</b>	
A.	who is aged 3 through 21;
B.	who is enrolled or preparing to enroll in an elementary school or secondary school
C.	(i.) who was not born in the United States or whose native language is a language other than English; and who comes from an environment where a language other than English is dominant
<b>OR</b>	
(ii.)	(I.) who is a Native American or Alaska Native, or a native resident of outlying areas; and (II.) who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
<b>OR</b>	
(iii.)	who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant;
<b>AND</b>	
(D.)	whose difficulties speaking, reading, writing, or understanding the English language may be sufficient to deny the individual – (i.) the ability to meet the State's proficient level of achievement on State assessments described in section 1111(b)(3); (ii.) the ability to achieve successfully in classrooms where the language of instruction is English; or (iii.) the opportunity to participate fully in society.
[P.L. 107-100, Title IX, Part A, Sec. 9101, (25)]	

## DISABILITY STATUS

A disability category must be entered for any student who is identified as having a disability and is provided an accommodation specified in an IEP or 504 Plan. Use codes 1 – 14 and code 16 for students who are eligible for services under the *Individuals with Disabilities Education Act (IDEA)* and who have Individualized Education Plans (IEPs). Use code 15 for "otherwise qualified handicapped" students who are eligible for services under Section 504 of the *Rehabilitation Act of 1973*. The following table lists the Disability Status values to use when completing this field.

Disability Status	Disability Status
01-Mental Retardation	09-Speech/Language Impairment
02-Severe Disabilities	10-Other Health Impairment
03-Multiple Disabilities	12-Deaf-Blind
04-Orthopedic Impairment	13-Autism
05-Visual Impairment (including Blindness)	14-Traumatic Brain Injury
06-Hearing Impairment/Deaf	15-Otherwise Qualified Handicapped -504
07-Learning Disability	16-Developmental Delay (through age 8)
08-Emotional Disturbance	

## MARK TEST COMPLETE GUIDELINES

Students eligible for taking the field tests this spring do NOT have to be accounted for. Therefore, the only instances for marking a student's test complete are one of the following:

- A student finished the test, but clicked the *Exit Test* button instead of the *Submit* button.
- VDOE directs that a student's test be marked complete.

Refer to Section 4.0 of the eMeasurement™ Services *User's Guide for Virginia Standards of Learning Web-based Assessments* for more information on marking a test complete. Only the DDOT or STC have authorization to mark a test complete.

## IDENTIFY AND RESOLVE TEST IRREGULARITIES

There are no testing irregularities for field test purposes. Online field tests should be submitted for all students who completed the SOL English: Reading and Mathematics field tests.

In most cases, field test irregularities do **not** need to be reported to the VDOE. There are no alternate forms available for the field tests. VDOE will only need to review testing irregularities involving incidents such as:

- a teacher or another adult provides improper assistance to student
- other breaches of security

Contact VDOE immediately if either of these incidents occurs during field testing.

For **all** online test irregularities, the student should be exited from the test and moved to an irregularity test session. Irregularity sessions should be created before online testing begins for each **subject**, not group, (for example, Grade 7 Mathematics Irregularities) at each school. If a student is unable to complete his/her field test after he/she begins, have the student *Exit* from TestNav™. **Do not have the student click the *Submit* button.** Once the student has exited TestNav™, move that student in the online system from that session to the irregularity session. The irregularity session should **never be started**, nor should Student Authorization tickets ever be generated.

## USER PROFILES

VDOE has established User Profiles for the STCs and Examiners to assist the DDOT in assigning the appropriate rights to division personnel in the eMeasurement™ system. The DDOT may create the Examiners or designate the STC to do so. The following pages identify the authorizations that each STC and Examiner should be given. Please refer to Spring 2005 Field Test Checklist for information about when to assign authorizations to the users. For more information about creating and editing users, refer to the eMeasurement™ Services *User's Guide for Virginia Standards of Learning Web-based Assessments*, Section 7.0.

### NOTE

A user can assign an authorization to another user only if he/she already has that authorization. For example, if a user cannot create test sessions, then he/she cannot authorize another user to create test sessions.

### Authorizations For School Test Coordinators

STCs are to be given access to the eMeasurement™ system at the school level. All tasks that an STC needs to complete for online field testing can be accomplished with the authorizations shown on the next page. In addition, the STC's responsibilities for online field testing are similar to those for paper/pencil field testing. The Get Authorizations and Get Proctor Authorization Ticket rights should be assigned to STCs no earlier than 4 days prior to the test window start date. The STC may create the Examiners in their building.

### Authorizations For Examiners

An Examiner's responsibilities during field testing should be limited allowing the Examiner to properly monitor the test environment. The User Profile-Examiner screen shot identifies the maximum rights that an Examiner should have in the eMeasurement™ system. Examiners should not have both authorizations concurrently. Rather, Edit Students (which is comparable to completing the demographic information on answer documents) should be removed before the test window start date and Edit Sessions and Create/Edit Read Aloud Sessions (which will allow an Examiner to *Resume* a student who has exited from TestNav and complete test specific data) should be available during the test window only. Several divisions do not assign any authorizations to the Examiners as additional protection and security. If your schools are equipped with two-way communication, the Examiner's responsibilities during testing (resuming a student) could be controlled by the STC leaving the Examiner to monitor the test environment.

No users in the division should have any rights after field testing has ended. The DDOT must be sure to remove all rights from all users on the last day of field testing. In addition, once the data has been examined and the ATP has been submitted, all Student Data Management and Test Session Management authorizations should be removed from all users. VDOE will remove the DDOT's authorizations by May 27, 2005.

To quickly view and change the authorizations for users in your division, use the *Search authorizations* feature available from the Security screen (<http://etest.ncs.com/customers/virginia/vasol/system.htm>). For more information on how to use the *Search authorizations* feature, refer to eMeasurement™ Services *User Guide for Virginia Standards of Learning Web-based Assessments*, Section 7.0. Please refer to the Spring 2005 Field Test Checklist for the timeframe for removing or granting access to your division users.



## User Profile-School Test Coordinator

Select	Reporting	Select	Student Data Management
	Data Extract Selection and Request	<input checked="" type="checkbox"/>	Add Students
		<input checked="" type="checkbox"/>	Add/Edit Group
		<input checked="" type="checkbox"/>	Edit Students
		<input checked="" type="checkbox"/>	Add/Edit Group--Specified Level
			Setup Student Registrations
		<input checked="" type="checkbox"/>	Remove Students

Select	Test Session Management
<input checked="" type="checkbox"/>	Assign Accommodation Form Group
<input checked="" type="checkbox"/>	Create/Edit Read Aloud Sessions
<input checked="" type="checkbox"/>	Get Proctor Authorization Ticket
	View Seal Codes
	Assign Other Form Groups
	Resume Upload With File
<input checked="" type="checkbox"/>	Get Authorizations
<input checked="" type="checkbox"/>	Proctor Caching
<input checked="" type="checkbox"/>	Mark Test Complete
	Exclude Student from Reports
<input type="checkbox"/>	Assign Alternate Form Groups
<input checked="" type="checkbox"/>	Create Sessions
<input checked="" type="checkbox"/>	Edit Sessions

Copy Authorizations	
Copy the selected entities authorizations to:	<input type="button" value="All"/> <input type="button" value="Copy"/>

Authorization given to  
STC 4 days prior to test  
window start date

## User Profile-Examiner

Select	Reporting	Select	Student Data Management
	Data Extract Selection and Request	<input type="checkbox"/>	Add Students
		<input type="checkbox"/>	Add/Edit Group
		<input checked="" type="checkbox"/>	Edit Students
		<input type="checkbox"/>	Add/Edit Group--Specified Level
			Setup Student Registrations
		<input type="checkbox"/>	Remove Students

Select	Test Session Management
<input type="checkbox"/>	Assign Accommodation Form Group
<input checked="" type="checkbox"/>	Create/Edit Read Aloud Sessions
<input type="checkbox"/>	Get Proctor Authorization Ticket
	View Seal Codes
	Assign Other Form Groups
<input type="checkbox"/>	Resume Upload With File
<input type="checkbox"/>	Get Authorizations
<input type="checkbox"/>	Proctor Caching
<input type="checkbox"/>	Mark Test Complete
<input type="checkbox"/>	Exclude Student from Reports
<input type="checkbox"/>	Assign Alternate Form Groups
<input type="checkbox"/>	Create Sessions
<input checked="" type="checkbox"/>	Edit Sessions

Copy Authorizations	
Copy the selected entities authorizations to:	<input type="button" value="All"/> <input type="button" value="Copy"/>

Authorization given to  
Examiner before test  
window start date only

Authorization given to  
Examiner during test  
window only

## EARLY WARNING SYSTEM

In the event that a student loses connection to the Internet during a test and is unable to transmit the responses to the questions, PEM has developed an early warning detection system to prevent the student from losing those responses. The Session Roster contains a Status field that will allow an administrator to view when a student has "Started", "Exited", and "Stopped" a test. However, if a student loses connection to the Internet, TestNav™ cannot communicate with Test Session Management. Therefore, the student will still appear as "Started" in the Status field.

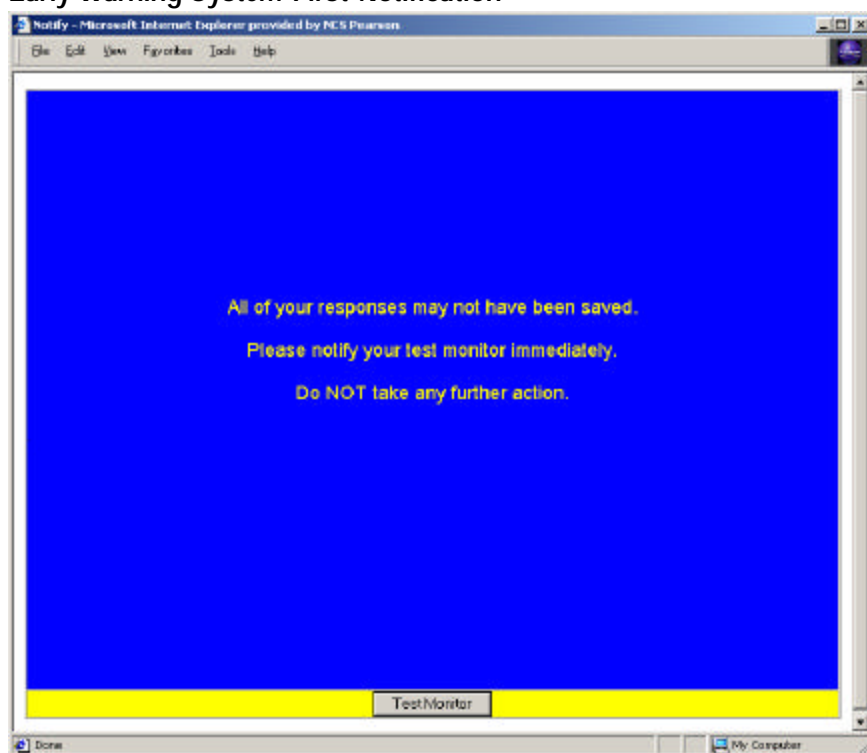
If the workstation has lost connection to the Internet, TestNav™ will notify the student that responses are not being transmitted to the PEM server. The following procedures should be followed if this occurs:

1. The TestNav™ client reaches a threshold where notification is required.
2. TestNav™ notifies the student that responses may not be saved.
3. The student notifies the Examiner as instructed on the screen.
4. The Examiner clicks on the *Test Monitor* button.
5. The Examiner then prints or records the student responses.
6. The Examiner can then determine to *Exit TestNav* and resume the student on another workstation or *Continue Testing* if he/she believes the problem is short lived.
7. If the Examiner exits TestNav™, then the student will be resumed in Test Session Management and re-launch TestNav™ on the same or different workstation.
8. The student would resume testing and re-enter any unsaved responses in TestNav™.

### NOTE

The student is notified of the failure to transmit (not the Examiner). **If the student ignores the notification, the responses may be lost.**

### Early Warning System-First Notification\*



The above screen shot shows the first notification to the student that the system is unable to save the responses. The student must notify the Examiner of this situation. This screen is raised in the following circumstances:

1. TestNav™ has tried three consecutive times to transmit a response and was not successful.
2. TestNav client fails to fetch an item file after three consecutive attempts.
3. TestNav™ has not received a confirmation of a successful or unsuccessful transmission in 180 seconds while the student is testing.
4. The TestNav client has not received a confirmation of a successful or unsuccessful transmission of responses within 30 seconds of the student:
  - a. submitting the test, or
  - b. exiting the test (either intentionally or by a security breach).

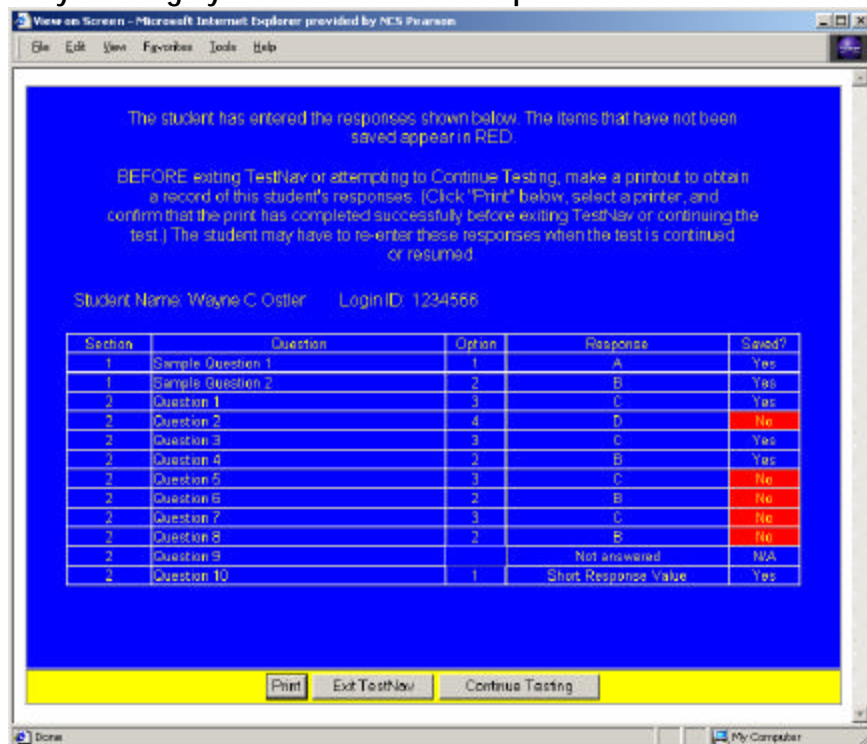
The default timeouts specified in #3 and #4 can be modified. The default values should not be changed unless you are experiencing *repeated* transmission difficulties. The Project Manager for the Virginia Web-based SOL Technology Initiative must contact eSOL ([ESOL@doe.virginia.gov](mailto:ESOL@doe.virginia.gov)) before changing the default values.

Timeout defaults are changed by modifying the values in the TestNav *proxysettings.properties* file. This file is located in the TestNav folder in the directory where TestNav is installed. Double click the *proxysettings.properties* file to open.

- The 180-second timeout (#3) can be adjusted by editing the "TestingTimeout=180" default setting.
- The 30-second timeout (#4) can be adjusted by editing the "SubmitTimeout=30" default setting.

Timeout values must be specified in seconds (minimum of 0 seconds; maximum of 300 seconds). Any setting greater than 300 seconds will default to 300 seconds.

### Early Warning System-View Student Responses\*



The table displayed in the screen shot above will show all the current responses the student has made for all questions on the test. It is important to note that the saved column indicates which responses have been

transmitted. The responses that have not been saved may not necessarily be in consecutive rows if the student has navigated backwards or with item review to change values. From this screen, the Examiner may choose to print the responses if there is an attached printer. If there is not a printer available, the Examiner must record the response values manually on paper. The Examiner should verify the accuracy of the transcription of answers; VDOE recommends that a second adult confirm the answers along with the student.

\*These screen shots are mock-ups. The actual screens may vary slightly.

## PRE-LOADING STUDENT DATA

For the Spring 2005 field testing, there are two options for pre-loading the student data into the online testing system. The DDOT should review the options below and identify the most efficient method for the division. Assistance needed from individual schools will be directed by the DDOT.

### Student Data Upload Process

The following information is an excerpt from the Student Data Upload File Requirements for Spring 2005. The complete Student Data Upload File Requirements may be found at <http://etest.ncs.com/customers/virginia/vams/resources.htm>

Divisions should email their student data files to PEM to be loaded into the eMeasurement System. Division files should be sent to **Va\_online@pearson.com**. Please indicate **VFT** and the **Division Name** in the subject line of the email.

**The Student Data Upload process requires a student data file in a comma separated values format (.csv file extension) with no header row.**

If you are using the Microsoft® Excel template to prepare your data (available at <http://etest.pearson.com/customers/virginia/VFTStudentDataUploadTemplate.xls>), you should first save a copy of that file in the Microsoft Excel format (.xls). You should make all updates/corrections in the Microsoft Excel file. Then remove the header row and save the Microsoft Excel file as a .csv file. To remove the header row from the Excel template and save the file as a .csv file prior to submitting use the following steps:

#### To delete header row:

- 1) Click on row header "1" which will highlight the entire row.
- 2) Click *Edit* from the menu bar and then *Delete*. (Do not use the Delete key, this only clears data. It does not delete the entire row.)
- 3) The header row will disappear.

#### To save as .csv file:

- 1) Click *File* from the menu bar and then *Save As...*
- 2) Click the *Save in* drop-down menu and locate the directory in which your file is saved.
- 3) Update *File name*: using the convention below or something meaningful to your division.
- 4) Click the *Save as type* drop-down menu and choose the "CSV (Comma delimited)" format.
- 5) Click *Save*. You will notice that the file extension now reads .csv.

The data must be provided in the order and format described in this document. The following naming convention is recommended for your electronic file: VFTYYDDD where YY refers to the year (YY=05), and DDD refers to your 3-digit division code.

Once the student data file has been prepared, the file should be emailed to [Va\\_online@pearson.com](mailto:Va_online@pearson.com). Please remember to indicate the program, VFT, in the subject line of the email.

After the user emails the file, a pre-processing step will occur at PEM to validate the records and check for errors. The pre-processing validation step will occur within 24-36 hours (during the business week) of receiving the file. If the pre-processing validation step finds errors in the submitted data file, an email will be sent with a log file (errors) attached to the user indicating that there are errors. Once the needed corrections have been made in the data file, the entire file must be resubmitted via email to [Va\\_online@pearson.com](mailto:Va_online@pearson.com). Once the file passes the validation step

without errors it will be loaded into the database. After the file has been loaded into the database an email will be sent to the user indicating that the file has been successfully loaded.

Submit a separate student record for each online VFT test administered. For example, if a student is taking the Grade 6 Mathematics and Grade 6 English: Reading tests, that student needs two records in the Student Data Upload file, one for Grade 6 Mathematics and one for Grade 6 English: Reading.

Changes can be made after the data file has been loaded into the eMeasurement Services system, but any changes will have to be made individually to each student record via the *Student Data Management* link from the VFT Assessment Center homepage, <http://etest.ncspearson.com/customers/Virginia/vams/index.htm>. (Student Data Management tasks require an administrative user login to access.)

While some student data fields are required to be entered prior to testing, school divisions are encouraged to include as many fields as possible in the uploaded student data file in order to avoid making individual student record changes at a later time.

### **Hand-entering Data**

If a small number of students will be participating in the field test this spring, you may hand-enter the students into the online system. First, you must add one or more groups to your hierarchy under each subject. Then add students to each group as needed. Refer to eMeasurement™ Services *User Guide for Virginia Standards of Learning Web-based Assessments*, Section 3.0, for instructions on how to add groups and students in to the online testing system.

## ONLINE TESTING CONTACT INFORMATION

### Virginia Department of Education

#### **The eSOL Team**

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Kevin McClintock  
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804-225-2998  
[Kevin.McClintock@doe.virginia.gov](mailto:Kevin.McClintock@doe.virginia.gov)

#### **Division of Assessment and Reporting**

804-225-2102  
[darfax@doe.virginia.gov](mailto:darfax@doe.virginia.gov)

### Pearson Educational Measurement

#### **PEM Help Desk**

1-888-597-1103 (Monday through Friday, 7:00 AM to 6:00 PM, Eastern Time)  
[eMeasurement\\_Services@pearson.com](mailto:eMeasurement_Services@pearson.com)

#### **The Virginia Web-based Programs Team**

1-800-627-7990 State Code 846  
[va\\_online@pearson.com](mailto:va_online@pearson.com)

Kim Carson  
Program Manager (All Web-based Virginia Programs)

Tracey Oehler  
Sr. Project Manager (Primary Responsibility: eSOL and ePAT)

Lee Abel-Lenzen  
Project Manager (Primary Responsibility: VFT and VGLA)